

Move Worker (Supervisory)

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PURPOSE

This is for HR Partners to reassign employees from one Supervisory Organization to another Supervisory Organization.

Use this B.P. if you are ONLY moving the worker to another supervisory organization. If there needs to be additional changes to the position, or employee, you need to use the Change Job B.P.

Throughout this document, we will refer to moving workers ... in all cases, this means workers and/or unfilled positions.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

CHECKLIST

You will need the following items to move workers to a different supervisory organization:

- ☐ Current Supervisory Organization (Supervisor's Name or Employee ID)
- ☐ Effective Date
- ☐ Proposed Supervisory Organization (Supervisor's Name or Employee ID)
- ☐ Cost Center (home business unit)
- ☐ Security Business Unit

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MOVE WORKER (SUPERVISORY)

1. Type move worker in the search field and press enter. Click the task for Move Workers (Supervisory).

The screenshot shows a search interface with a search bar containing 'move worker'. Below the search bar, there is a 'Search Results' section with a blue header. Under 'Categories', there are three options: 'Common' (selected), 'Assets', and 'Tasks and Reports'. Under 'Search Results 1 items', there is one item: 'Move Workers (Supervisory)'.

2. On the next screen, select the Effective Date and current Supervisory Organization (Manager Name). Before clicking the search prompt for the Supervisory Organization, type some of the text for a quicker search (e.g., the supervisor's name or her/his Employee ID).
3. Be sure that the correct Supervisory Organization populates into the box ... some managers have more than one Supervisory Organization.
4. Click OK.

The screenshot shows the 'Move Workers (Supervisory)' form. It has a blue header with the title. Below the header, there are two fields: 'Effective Date' with a red asterisk and a date picker set to '11 / 07 / 2016', and 'Supervisory Organization' with a red asterisk and a text box containing 'oscar the grouch'.

5. If you are moving all workers to the same Supervisory Organization, type the Proposed Supervisory Organization at the top of the screen (red arrow), and check the box immediately below that to Select All (green box). (See the next item if all workers are not being moved to the same Supervisory Organization.) If you enter a Supervisory Organization into the Proposed Supervisory Organization at the top of the page, it will populate for all of the workers and vacant positions in the list that you check under Move Worker (purple box).

The screenshot shows the 'Move Workers (Supervisory)' form with several annotations. A red arrow points to the 'Proposed Supervisory Organization' field at the top. A green box highlights the 'Select All' checkbox below it. A purple box highlights the 'Move Worker' column in the table below. A yellow arrow points to the 'Proposed Supervisory Organization' column in the table. The table has columns for 'Move Worker', 'Worker', 'Position', and 'Proposed Supervisory Organization'. There are 6 items in the table, and the first three rows have checkboxes in the 'Move Worker' column that are checked.

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6. If you are only moving one, or some, of the workers, check the box in the Move Worker column to the left of the name for each worker you wish to move.
7. On the right side of the page, type the Proposed Supervisory Organization (or the manager's name or the manager's Emp ID) (see yellow arrow). Do not use the Proposed Supervisory Organization at the top of the screen if the workers are being moved to different Supervisory Organizations.
8. Click Submit.

You will be directed to the next step to Change Organization Assignments. Click Open.

You have submitted **Move Workers (Staffing): AS State Personnel Systems ()**

Up Next

Change Organization Assignments

[Open](#)

[Details and Process](#)

Do Another

[Move Workers \(Supervisory\)](#)

ORGANIZATION ASSIGNMENTS

The next step is Change Organization Assignments. You should at least verify that the Cost Center and the Security Business Unit are correct for this move.

1. On this screen, in the Default Organization Assignments section, select one of the following (at the top right of the page, red box below):
 - a. Use Default Supervisory Assignments.
 - b. Use Worker's Current Organization Assignments. It is usually best practice to select this one.
 - c. None of the Above.

Change Organization Assignments Change Organization Assignments for AS State Personnel ()

Supervisory Organization AS State Personnel ()

Effective Date 11/07/2016

Select All

Default Organization Assignments

☐ Use Default Supervisory Assignments

☒ Use Worker's Current Organization Assignments

☐ None of the above

Override Organization Assignments 15 items

Organization Type	Proposed Organizations
Company	<input type="text"/>

2. If you are moving more than one worker, you can click Select All (green box, under Effective Date at the top left of the page), and then enter the correct Organization Assignments in the Override Organization Assignments section (purple box in screenshot above). If you type new Organization Assignments in the Override section, it will populate for all workers in the section at the bottom of the page (green box in screenshot on next page).

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3. You can also change the Organization Assignments in the Proposed Organizations column in the section at the bottom of the screen for each worker individually. Be sure to check the Assign Organizations box for each worker (red box below).
 - a. Company – should default to State of Nebraska; if not, please select it.
 - b. Cost Center.
 - c. Security Business Unit.
 - d. You should also complete the following:
 - i. Position Tracking (if your agency uses this item).
 - ii. EDC Group.
 - iii. Budget Program Number.
 - iv. Organization Element (if your agency uses this item).

1 item

Assign Organizations	Position	Proposed Supervisory Organization	Organization Assignments		
			Organization Type	Current Organizations	Proposed Organization
<input checked="" type="checkbox"/>	06580502 IT Business Systems Analyst Coordinator (Unfilled)	AS State Personnel (Dovi Mueller (100239))			
			Company	State of Nebraska	State of Nebraska
			Cost Center	65080002 PERSONNEL SYSTEM	65080002 PERSONNEL SYSTEM
			Security Business Unit	S650080000 AS STATE PERSONNEL	S650080000 AS STATE PERSONNEL
			Position Tracking		
			EDC Group	65 State Personnel Organizational Dev	65 State Personnel Organizational Dev
			Matrix Orgs		
			Budget Program Number	065-605 Personnel Division	065-605 Personnel Division
			Organization Element		

4. After completing this screen, choose one of the following options:
 - a. Submit – to submit and complete the business process.
 - b. Save for Later – to save your changes but not submit.
 - c. Cancel – cancel the process.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234